

Job Aid:

How to Receive in COMMBUYS

This Job Aid shows How to Receive in COMMBUYS.

Of Special Note:

Before a receipt can be processed, there must be a PO in Sent status. The receiving of goods and services may be either: complete receipt or partial receipt. Items that are being returned must be received and then returned. The receipt of items can also be cancelled without first receiving them. This Job Aid shows how to receive all items on a PO and the completed receipt with a Receipt Number assigned in an updated status of Approved for Invoice.

Individuals within an agency or department who receive and/or create requests for payments will find this document useful. These users **MUST** process receiving within the Basic Purchaser role or within the Department Access role with permission given to receive.

Screenshot



Welcome To **COMMBUYS**

COMMBUYS

OPERATIONAL SERVICES DIVISION

COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

COMMBUYS INFORMATION:
For more information on COMMBUYS please visit the [COMMBUYS](#) support pages.
[Training and Registration for Purchasers](#)
[Training and Registration for Sellers](#)
[Job Aids for Purchasers](#)
[Job Aids for Sellers](#)

If you have any questions or concerns contact the COMMBUYS Help Desk at COMMBUYS@state.ma.us or ring us during normal business hours (8AM – 5PM Monday – Friday) at 1-888-627-8283 or 617-720-3197.

- [Register](#)
Register here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)
Complete registration here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)
Browse open bid opportunities.
- [Active Contracts](#)
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)
Search for registered vendors.

Login ID:
 Password:

[Forgot your password?](#)

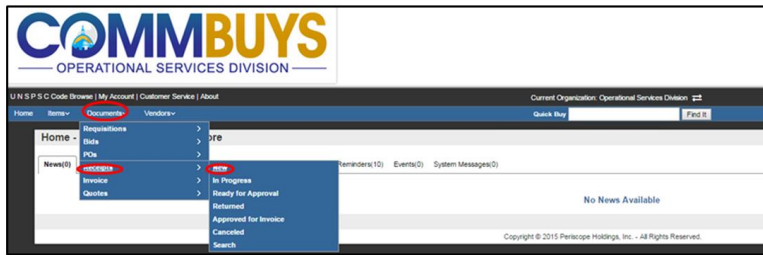
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Directions

Step 1 Login to COMMBUYS

- Launch the COMMBUYS website by entering the URL for [COMMBUYS](https://www.commbuys.com) (<https://www.commbuys.com>) in the browser.
- Enter your Login ID and password and click the **Login** button on the COMMBUYS landing page.

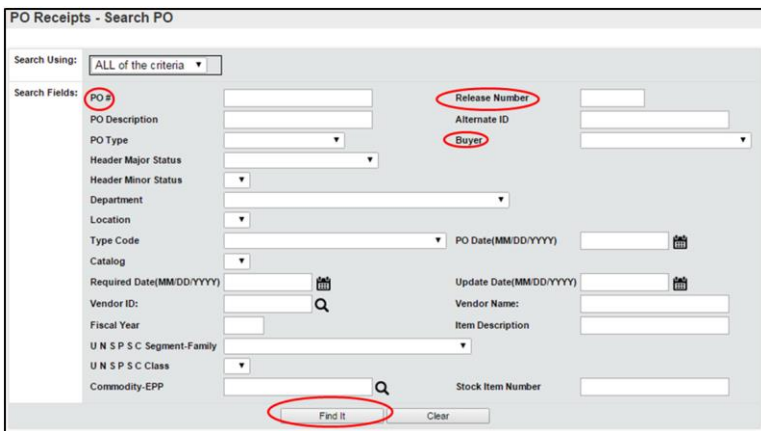
Job Aid: How to Receive in COMMBUYS



Step 2 Create new receipt

- From the Navigation Bar, select the **Documents** dropdown tab, then **click on Receipts > New**.
- The PO Receipts – Search PO search box appears.

NOTE: The User must be in the Basic Purchaser role.

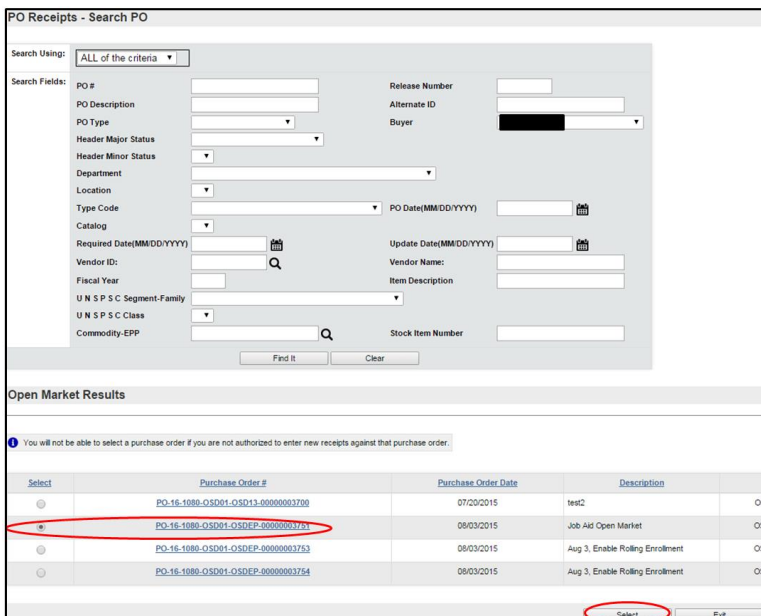


Step 3a Locate Purchase Order

Locate the Purchase Order by using any of the following search fields:

- Purchase Order (#) number and Release Number or Buyer.
- Click **Find It**.

NOTE: If you search using the Buyer field, the results will produce a list of the entire existing POs for the specified buyer. Select the required PO.



Select	Purchase Order #	Purchase Order Date	Description
<input type="radio"/>	PO-16-1088-OSD01-OSD13-00000003700	07/20/2015	test2
<input type="radio"/>	PO-16-1088-OSD01-OSD13-00000003721	08/03/2015	Job Aid Open Market
<input type="radio"/>	PO-16-1088-OSD01-OSD13-00000003753	08/03/2015	Aug 3, Enable Rolling Enrollment
<input type="radio"/>	PO-16-1088-OSD01-OSD13-00000003754	08/03/2015	Aug 3, Enable Rolling Enrollment

Step 3b Select Purchase Order

From the list of existing purchase orders.

- Select the PO by clicking the corresponding **radio button** in the select column.
- Click **Select** at the bottom of the page.



OPERATIONAL SERVICES DIVISION

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Step 4 Create the Receipt

The screen opens to the receiving page. The Receipt Type column defaults to Receive. Ensure that each line item's receipt status is marked as Receive.

- Click **Receive All**.

Step 5 Confirm Receipt

A dialogue box appears with the following confirmation message: "Do you want to Receive all items on this Receipt?"

- Click **OK**, to confirm.

Step 6 Submit for Approval

The Ordered Quantity/Dollars Receipt Total (PO Receipts Total) column is updated. As you can see the numbers in parentheses now reflect the amount received. Notice that a new row has been added to each line item of your receipt document. 1:1, 2:1 and 3:1.

- Click the **Submit for Approval** button on the bottom of the page.

Receipt # 0001791 (In Progress) - Purchase Order # PO-16-1080-OSD01-OSDEP-0000003751

Confirmation Messages
• Changes saved successfully.

Header Information

Receipt Number: 0001791
PO Number: PO-16-1080-OSD01-OSDEP-0000003751
Department: OSD01 - Operational Services Division
User Created: [Redacted]
Date Last Updated: 06/05/2015 09:11:42 AM

Receipt Status: SCI - In Progress
PO Status: 3PS - Sent
Location: OSD01 - Congress St
Date Created: 06/05/2015 09:11:42 AM

Attachments
Files: [Icon]
Forms: [Icon]

Item Information

PO Item #	Unit Cost	UOM	Ordered Quantity/Dollars Receipt Total(PO Receipts Total)	Receipt Type	Quantity / Dollars	Item Description
1	\$71.62	CS - Case	3.0 (0.0)	Receive	3.0 Remaining: 3.0	Foodservice Supplies, CUP, COLD PAPER 502 PATHWAYS, DIVIE, 2400CS
2	\$99.15	CS - Case	3.0 (0.0)	Receive	3.0 Remaining: 3.0	Foodservice Supplies, CUP, COLD PAPER 702 SYMPHONY, SOLO, 2000CS
3	\$105.27	CS - Case	3.0 (0.0)	Receive	3.0 Remaining: 3.0	Foodservice Supplies, CUP, COLD PAPER 502 PATHWAYS, DIVIE, 2400CS

Return All Comment: [Text Area] Cancel All Comment: [Text Area]

Received/returned/canceled quantity of receipts in status "SCC - Canceled" and "SCRT - Returned" is ignored when calculating received/returned/canceled quantity for a PO item.

Receive All Return All Cancel All Save & Continue Cancel Receipt

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Receipt # 0001791 (In Progress) - Purchase Order # PO-16-1080-OSD01-OSDEP-0000003751

Confirmation Messages
• Changes saved successfully.

Header Information

Receipt Number: 0001791
PO Number: PO-16-1080-OSD01-OSDEP-0000003751
Department: OSD01 - Operational Services Division
User Created: [Redacted]
Date Last Updated: 06/05/2015 09:11:42 AM

Receipt Status: SCI - In Progress
PO Status: 3PS - Sent
Location: OSD01 - Congress St
Date Created: 06/05/2015 09:11:42 AM

Attachments
Files: [Icon]
Forms: [Icon]

Item Information

PO Item #	Unit Cost	UOM	Ordered Quantity/Dollars Receipt Total(PO Receipts Total)	Receipt Type	Quantity / Dollars	Item Description
1	\$71.62	CS - Case	3.0 (0.0)	Receive	3.0 Remaining: 3.0	Foodservice Supplies, CUP, COLD PAPER 502 PATHWAYS, DIVIE, 2400CS
2	\$99.15	CS - Case	3.0 (0.0)	Receive	3.0 Remaining: 3.0	Foodservice Supplies, CUP, COLD PAPER 702 SYMPHONY, SOLO, 2000CS
3	\$105.27	CS - Case	3.0 (0.0)	Receive	3.0 Remaining: 3.0	Foodservice Supplies, CUP, COLD PAPER 502 PATHWAYS, DIVIE, 2400CS

Return All Comment: [Text Area] Cancel All Comment: [Text Area]

Received/returned/canceled quantity of receipts in status "SCC - Canceled" and "SCRT - Returned" is ignored when calculating received/returned/canceled quantity for a PO item.

Receive All Return All Cancel All Save & Continue Cancel Receipt

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Foodservice Supplies, CUP, COLD PAPER 502 PATHWAYS, DIVIE, 2400CS

1	\$71.62	CS - Case	3.0 (3.0)	Receive	0.0 Remaining: 0.0	06/29/2015 03:50:07 PM
1.1	\$71.62	CS - Case	3.0 (3.0)	Receiving	3.0 Remaining: 3.0	06/29/2015 03:48:03 PM

Foodservice Supplies, CUP, COLD PAPER 702 SYMPHONY, SOLO, 2000CS

2	\$99.15	CS - Case	3.0 (3.0)	Receive	0.0 Remaining: 0.0	06/29/2015 03:50:07 PM
2.1	\$99.15	CS - Case	3.0 (3.0)	Receiving	3.0 Remaining: 3.0	06/29/2015 03:48:03 PM

Foodservice Supplies, CUP, COLD PAPER 502 PATHWAYS, DIVIE, 2400CS

3	\$105.27	CS - Case	3.0 (3.0)	Receive	0.0 Remaining: 0.0	06/29/2015 03:50:07 PM
3.1	\$105.27	CS - Case	3.0 (3.0)	Receiving	3.0 Remaining: 3.0	06/29/2015 03:48:03 PM

Return All Comment: [Text Area] Cancel All Comment: [Text Area]

Received/returned/canceled quantity of receipts in status "SCC - Canceled" and "SCRT - Returned" is ignored when calculating received/returned/canceled quantity for a PO item.

Receive All Return All Cancel All Save & Continue Submit for Approval Cancel Receipt

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Job Aid: How to Receive in COMMBUYS

The page at <https://www.datamigration.commbuys.com> says:

Are you sure you want to submit this receipt for approval?

Header Information

Receipt Number: 0001791
PO Number: PO-16-1080-OSD01-OSDEP-00000003751
Department: OSD01 - Operational Services Division
User Created: Sidney Moore
Date Last Updated: 08/05/2015 09:11:42 AM
Location: OSD01 - Congress St
Date Created: 08/05/2015 09:11:42 AM

Attachments

Files:

Forms:

Item Information

PO Item #	Unit Cost	UOM	Ordered Quantity/Dollars Receipt Total(PD Receipts Total)	Receipt Type	Quantity / Dollars	Item Description
1	\$71.62	CS - Case	3.0 (3.0)	Receive 08/05/2015 09:29:32 AM	0.0 Remaining: 0.0	Foodservice Supplies, CUP, COLD PAPER 90Z PATHWAYS, DIXIE, 2400CS
1:1	\$71.62	CS - Case	3.0 (3.0)	Receiving 08/05/2015 09:29:32 AM	3.0 Remaining: 0.0	
2	\$99.15	CS - Case	3.0 (3.0)	Receive 08/05/2015 09:29:32 AM	0.0 Remaining: 0.0	Foodservice Supplies, CUP, COLD PAPER 70Z SYMPHONY, SOLO, 2000CS
2:1	\$99.15	CS - Case	3.0 (3.0)	Receiving 08/05/2015 09:29:32 AM	3.0 Remaining: 0.0	
3	\$105.27	CS - Case	3.0 (3.0)	Receive 08/05/2015 09:29:32 AM	0.0 Remaining: 0.0	Foodservice Supplies, CUP, COLD PAPER 90Z PATHWAYS, DIXIE, 2400CS
3:1	\$105.27	CS - Case	3.0 (3.0)	Receiving 08/05/2015 09:29:32 AM	3.0 Remaining: 0.0	

Return All Comment: Cancel All Comment:

Received/returned/canceled quantity of receipts in status "SCC - Canceled" and "SCRT - Returned" is ignored when calculating received/returned/canceled quantity for a PO item.

Step 7 Confirm Submit for Approval

A dialogue box appears asking, "Are you sure you want to submit this receipt for approval?"

- Click **OK**.

Receipt # 0001791 (In Progress) - Purchase Order # PO-16-1080-OSD01-OSDEP-00000003751

No approval path meets the document criteria. Do you want to manually add approvers or mark the document as approved?

☒ Manually add approvers
☐ Automatic approval

Please select an approver if you want to manually add approvers.

Approver:

Step 8 Submit for Approval

Each agency will set up their internal controls and the specific approval path for Receipts. Select the appropriate **Approval** choice.

- Click **Save and Continue**

The receipt will now be in Ready for Approval status until it is approved.

Receipt # 0001791 **Approved for Invoice** - Purchase Order # PO-16-1080-OSD01-OSDEP-00000003751

Communication Messages

Change your account

Receipt Information

Receipt Number: 0001791
PO Number: PO-16-1080-OSD01-OSDEP-00000003751
Department: OSD01 - Operational Services Division
User Created: Sidney Moore
Date Last Updated: 08/05/2015 09:40:28 AM
Receipt Status: SCC - Approved for Invoice
PO Status: POA - Complete Package
Location: OSD01 - Congress St
Date Created: 08/05/2015 09:11:42 AM
Receipt Description: All-Net Open Market
Alternate ID:
Receipt Owner: Sidney Moore
User Last Updated:

Attachments

Files:

Forms:

Item Information

PO Item #	Unit Cost	UOM	Ordered Quantity/Dollars Receipt Total(PD Receipts Total)	Receipt Type	Quantity / Dollars	Item Description
1	\$71.62	CS - Case	3.0 (3.0)	Receiving 08/05/2015 09:29:32 AM	3.0 Remaining: 0.0	Foodservice Supplies, CUP, COLD PAPER 90Z PATHWAYS, DIXIE, 2400CS
2	\$99.15	CS - Case	3.0 (3.0)	Receiving 08/05/2015 09:29:32 AM	3.0 Remaining: 0.0	Foodservice Supplies, CUP, COLD PAPER 70Z SYMPHONY, SOLO, 2000CS
3	\$105.27	CS - Case	3.0 (3.0)	Receiving 08/05/2015 09:29:32 AM	3.0 Remaining: 0.0	Foodservice Supplies, CUP, COLD PAPER 90Z PATHWAYS, DIXIE, 2400CS

Approved Status

Step 9

Once your receipt is approved it will be placed in the **Approved for Invoice** status.